



THE UNIVERSITY OF THE THIRD AGE

USING YOUR U3A WEBSITE
MEMBERS' GUIDE

CONGLETON & DISTRICT U3A

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1 Background

Work on the new website for Congleton & District U3A began in the Summer of 2014 following recommendations made by the IT Forum, which was established to look at how we could utilise modern technology in order to ensure that we continued to function. The website provides a more secure data base to hold members' details, with much easier administration requirements, and will also allow individual members not only to browse information, but to be able to interact in various ways with Congleton U3A and its Groups.

Each member of Congleton U3A, upon enrolment, is asked to provide a range of basic Personal Information, including details of their e-mail address. Providing an e-mail address will give members of the U3A Committee and Group Leaders a quick and easy method to contact members so, wherever possible, members are encouraged to make use of this facility.

Those members who do provide an e-mail address are issued with a unique Membership Number and an initial Password which enables them to interact and communicate via the website. You will be able to access the website from your desktop or laptop computer, or any web-enabled device such as iPads, tablets, or smart-phones.

Those members who have provided e-mail addresses will be able to log in to the website and, as well as review information, they will be able to interact using the system, including -

- the ability to register interest in, and join, an organised Group
- send e-mail to Group Leaders or Committee members
- send e-mail to other Members (without needing to know their e-mail address)

Members who have not provided an e-mail address will, of course, be able to visit the website and view information but they will not be able to make use of the above interactive functions.

This Guide will provide you with detailed instructions on how to access the available functions within the Congleton & District U3A website as well as what to do if you encounter any problems.

If, after a period of using the website, you think of any possible improvements to the website functionality, then we would be grateful if you will submit these to the Committee Member with responsibility for Technical Support, via e-mail to technical.u3a.congleton@gmail.com.

All suggestions received will be evaluated with regard to feasibility and their relevance to the activities of other Groups and Members, and we will keep you informed of any decision on their possible future implementation.

Finally, but very importantly, can we assure all Members that, in providing us with their Personal Data, we will protect their privacy regarding the submitted information in full accordance with the requirements of the Data Protection Act.

2 Login to the Congleton U3A Website as a Member

2.1 What do I need to Login to the Website ?

Basically you need two things -

- your U3A Membership Number - which will be sent to you upon enrolment
- a Password which you should also receive when you enrol

Both of these pieces of data will remain unchanged as long as (a) you remain a member of Congleton U3A or (b) until you decide to change your initial Password to something more memorable to yourself.

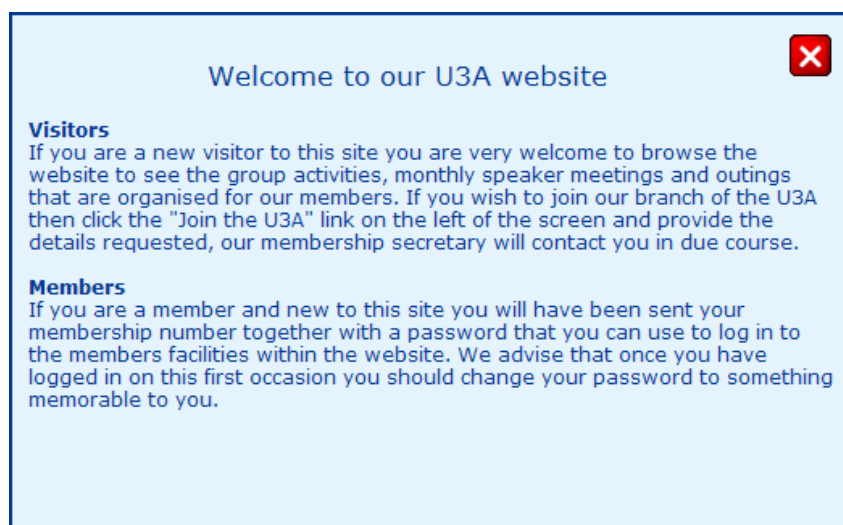
If you have subsequently forgotten or mislaid your password, you will need to follow the "Forgotten Password" procedure (see section 2.4) to receive a new password.

2.2 Logging In to the Website

Find the Congleton & District U3A Website using your web browser either by using Google or any similar search engine, to look for "Congleton U3A", or by entering the web address **<http://www.congletonu3a.org.uk>** directly into the address bar of your web browser and then pressing the Enter or Return (↵) key.

Alternatively, if you are reading this Guide as a PDF file on your computer, just click on the address above to go directly to the website.

Having found the website, you will see the Home page, where a Welcome message, as shown below, will be displayed -



Once you have read the message, just click on the red cross in the top right-hand corner, and the message will disappear.

You will be able to browse the various items displayed under the headings "U3A Menu" and "Message Board" in the Public area without logging in, as shown on the following page -



U3A

Congleton & District U3A

Cheshire, Cheshire, 1076203

[U3Aweb software](#) developed by [AllAboutGoingOut Ltd](#)

[Home](#) [Welcome](#) [About U3A](#) [Login](#) [HELP ?](#)

U3A MENU

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Message Board

Help to Login to this Website
Holmes Chapel U3A have produced some videos to help you use this website.

Welcome to Congleton & District U3A



Welcome to the Congleton U3A website. We hope you will enjoy browsing through what we have to offer. Our U3A is one of the largest in the country with well over a thousand members providing more than 100 active groups for your enjoyment.

Congleton is a historic, friendly market town in South Cheshire, often referred to as the 'little town with a big heart'.

Congleton U3A is a non-discriminatory organisation, principally for people in their 'third age' **not in full time work** but there is no age limit.

Should you decide to join Congleton U3A, you will receive a very warm welcome and be certain to make many friends. So, why not follow the quick links below to see what we have to offer? We look forward to meeting you.

To access the Members Only area, and enjoy all the available functionality, click on the button "Login" which is located on the gold button bar, just below the bottom right-hand corner of the U3A logo, as indicated by the **red** arrow added to the picture above.

A new window will then be displayed -



LOG IN to Congleton & District U3A

Membership No.

Password

LOG IN

[Forgotten Password](#) [Close Login Window](#)

In the field labelled 'Membership No.', enter your Congleton U3A Membership Number.

In the field marked 'Password' enter your initial password that was sent or e-mailed to you (or, if you have subsequently changed your password, then enter your changed version).

Having filled in both fields click on the "LOG IN" button – Note that pressing the Enter or Return (↵) key on your keyboard, which would normally log you in, will not work - you need to click on the "LOG IN" button (or first press the Tab (⇧) key, followed by the Enter key).

If you have entered either your Membership Number or Password incorrectly an error message will be displayed saying "INVALID LOGIN - TRY AGAIN", in which case re-enter the information carefully and then click again on "LOG IN".

If you have forgotten your Password just click on the link "Forgotten Password" and follow the instructions in section 2.4 below.

2.3 Logged-In Options & Changing Your Password

Having logged in, it might appear at first look that nothing has changed on the website Home page. However, if you look more closely, you will see a number of new options have appeared (outlined in **red** below). In particular, your name will be displayed above the gold button bar and you will now have the ability to change your password –

U3A Congleton & District U3A
Charity No. 1076203

Member's Session for Jack Wild

Home Welcome About U3A U3A Contacts Constitution Change Password Logout HELP ?

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Your initial password will be a random set of characters and, as such, is likely to be meaningless and not very memorable. You may, therefore, wish to change your initial password to something you can remember, or indeed change it at any time in the future if, for example, you think that someone else has discovered your password.

You change your password by clicking on the button headed "Change Password" which is located along the gold button bar towards the centre of the screen –

U3A Contacts Constitution **Change Password** Logout

Password Change Request

Previous Password

New Password

Confirm New Password

Submit

Enter your old password in the field "Previous Password", then enter a new password in the field "New Password". Enter your new password again in the field "Confirm New Password" and then click on the "Submit" button – at present your new password has no restrictions on the number of characters used, and can include both lower and UPPER case alphabetic characters, together with numbers or symbols.

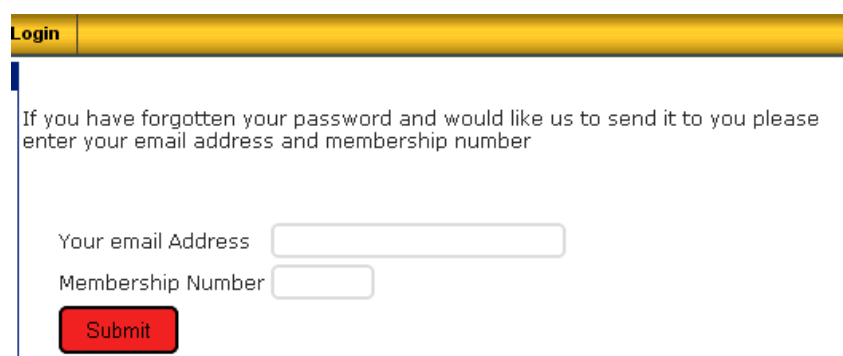
Note that the new password must be entered exactly the same in both "New Password" and "Confirm New Password" fields, or an error message will be displayed, and you will need to re-enter the chosen new password again in both fields.

2.4 Forgotten Your Password

In the event that you have forgotten your website password, the system can provide you with a new one. To obtain a new password, follow the procedure to login to the website (see section 2.2) and click on the option "Forgotten Password" on the Log In screen.



A new window will be displayed –



Here you should enter -

- the e-mail address you have provided to Congleton U3A as part of your Personal Details
- your Congleton U3A Membership Number

Next, click on the "Submit" button and the system will then send, to your e-mail address, a new, randomly-generated password which you can then use to login as usual.

You can, of course, thereafter choose to change your password to something more memorable by following the instructions in section 2.3 above.

2.5 Your Access within the Website

One of the benefits of the new website, from an organisational point of view, is that when someone logs into the website they will only be allowed access to that information and functions which are relevant to their needs as a member.

This, of course, means that all the data we need to have available about members, activities, meetings and funds (including, in particular, your Personal Data) remains at all times protected and can only be accessed by those authorised to do so - this level of security is applied quite transparently from your point of view.

3 What Can You Do on the New Website ?

Just as on the old website, by clicking on the various options and buttons, particularly those outlined in **red** in section 2.3 above, you will be able to review information about the U3A, about activities, see the latest news, etc.

Where you see text in blue and underlined on the screen, this denotes a “link” which means that, if you click on that text, the system will automatically link you to another screen or webpage.

The new website will also enable you to do much more than you could previously.

3.1 How the New Website Looks and is Laid Out

The new website screen is made up of three main areas, as shown on the next page (for the case where you are logged-in) -

Header - the area at the top of the screen which contains a number of buttons (on the gold bar) that allow you to access different sections of the website. When you click on one of these buttons, the information which is displayed in the **Content** area changes to reflect your choice.

Menu - the area to the left of the screen which contains a list of the most common sections of the website that users may want to access, such as -

- What Groups are running, where, and on what day
- General information about Congleton U3A and how to contact Committee Members
- Timetable information and a Diary of events
- News of Group activities and other events of interest

Contents displayed in this area of the screen do not change when you select either Header or Menu options (other than Logout).

On most pages, the Menu area also displays a summary of the most recent messages posted on the Message Board. The full text of the messages can be viewed by clicking “Message Board” in the Menu.

Content - the main area of the screen, where detailed information and photographs, etc., are displayed, depending on which option you have chosen from either the Header or Menu areas.

Also, at the top right of every web page, in the **Header** area, you will find a **HELP**  button.

A click on this button will provide you with additional information about the contents of the page. The “Help” information is context-driven so that it always aims to be specific to the contents of the web page you are viewing at the time.



Charity No. 1076203

Congleton & District U3A

Member's Session for Jack Wild

Header

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Menu

Message Board

Help to Login to this Website
 Holmes Chapel U3A have produced some videos to help you use this website. Click on 'Message Board' in the links above, a.... [read more](#)
Posted by Terry Chamberlain on 23rd March 2015

Find Your Way Around
 The Monthly Meeting is a feature specific to Holmes Chapel U3A, but is useful in showing how to find your way around oth.... [read more](#)
Posted by Terry Chamberlain on 23rd March 2015

Contact Another Member
 With the new system you can contact any other member without having to know details of their e-mail address in the first.... [read more](#)

Welcome to Congleton & District U3A





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To join us :

1. On line [click here](#)
2. By application form [click here](#)
3. Alternatively you can join at the U3A Information Desk in the St John Ambulance HQ, West Road. For the Information Desk opening times see [below](#).

Content

WHAT IS U3A ? The full title of the organisation is "University of the Third Age". U3A groups around the United Kingdom are members of the Third Age Trust. Its main purpose is to encourage lifelong learning for those no longer in full time employment. Each U3A has its own constitution, and run its affairs in accordance with the wishes of the local membership.

WHO CAN JOIN ? There is no age limit for membership of Congleton U3A, but activities are aimed at mature people who are not in full-time employment and wish to share in educational, recreational and creative activities and companionship. No qualifications are required or are given.

HOW MUCH DOES IT COST ? For the 2014-15 academic year, the annual membership fee is £10.00 and, in addition, a member pays £1.00 per activity session. There are no session fees for some outdoor activities such as walking. Special fees may apply to groups using facilities at certain locations. The U3A year starts in September and runs through to May/June each year.

WHERE DOES IT MEET ? Congleton U3A meets at the St John Ambulance HQ on West Road and at several locations in the town including Congleton Leisure Centre, The New Life Church and the Worrall Street Scout Headquarters.

3.2 Interactive Features for Members

The new website provides a number of interactive features, all of which can be accessed using the links in the section headed "U3A Menu" in the Menu area.

3.2.1 Contact a Member

This facility is only available to a member who has logged-in to the site. The "Contact a Member" link is shown in the left hand 'U3A Menu' column, underneath "Newsletter".

This facility allows a member to contact another member using the database record for that member. It DOES NOT reveal the email address of the member being contacted.

To use the facility you click "Contact a Member" in the Menu and the page below will appear -

U3A Contacts	Constitution	Change Password	Logout
Send a Message to a member at Congleton & District U3A			
Member to Contact	Start to type Name		
Your Name	Jock Wild		
Your email Address	jock@a-train-systems.co.uk		
Telephone Number	01625*****		
Message			
Attachment 1 :	Choose File No file chosen		
Attachment 2 :	Choose File No file chosen		
Attachment 3 :	Choose File No file chosen		
Attachment 4 :	Choose File No file chosen		
Please allow a few seconds for the upload to take place, the page will return to the Folder page when it is complete			
OK			

Click in the box labelled **Member to Contact** (where it says “Start to type Name”) and start typing the recipient's name. A drop-down list will appear with suggested names. Continue typing until the name you want appears, then click on that name in the list to copy it into the box.

Your Name - is automatically populated and will be the name the recipient sees on the email.

Your email Address - will be the sender's e-mail address as held in the database. You can enter another e-mail address if you wish. The entered e-mail address will be the one to which the recipient will be able to send a return message. Alternatively, you can delete the e-mail address, in which case the recipient will be unable to return a message using e-mail.

Telephone Number - will be the sender's telephone number as held in the database. You can enter another number, eg. a mobile number, if you wish. The entered telephone number will be the one the recipient will be able to use to call the member. Alternatively, you can delete the telephone number, in which case the recipient will be unable to contact the member by telephone.

NOTE: YOU MUST LEAVE AT LEAST ONE OF THE CONTACT DETAILS IN THE E-MAIL MESSAGE

Message - Type the message you wish to send to the recipient.

Attachments – Up to four attachments, such as photographs or documents, selected from files already stored on your computer, can be added to the message and sent to the recipient. To add an attachment, click on one of the “Choose File” buttons, navigate to the file you wish to send in the search window which appears, click on the filename, and then click the “Open” button. When the file has been uploaded, its name will appear in place of the “No file chosen” text.

When you are satisfied that everything is correct, click **OK** to send the message.

3.2.2 Groups by Day

If you click on the Menu link "Groups by Day", a new page is displayed which shows the current list of activities being run by Congleton U3A, ordered by day of the week, as shown on the next page -



Congleton & District U3A

Charity No. 1076203 Member's Session for Jack Wild

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Group List By Day of the Week [Print this page](#)

Time	Group	Leader(s)	Frequency	Status
Mondays				
09:00	The Rusty Racquets Badminton	Lynn Boyes	Mondays for 52 sessions from 1st September 2015 to 1st September 2016	Apply to Join Group
09:30	Art - Mixed media	Paul Robinson	Mondays for 29 sessions from 14th September 2015 to 28th March 2016	Fully Subscribed
09:30	Pilates Monday 1	Evelyn Holt	Mondays for 51 sessions from 14th September 2015 to 1st September 2016	Apply to Join Group from 21st August 2015
Tuesdays				
09:00	Walking (Tuesday 2)	Richard Benson Tom Tyler	Tuesdays for 53 sessions from 1st September 2015 to 1st September 2016	Fully Subscribed, Join the Waiting List
09:00	Walking (Tuesday 1)	Terry Soult	Tuesdays for 43 sessions from 14th September 2015 to 8th July 2016	Apply to Join Group from 21st August 2015
09:30	Road Cycling - Tuesday	Peter Leather	Tuesdays for 53 sessions from 1st September 2015 to 1st September 2016	Apply to Join Group
09:30	Welsh Improvers	Menna Winch	Tuesdays for 38 sessions from 14th September 2015 to 3rd June 2016	Fully Subscribed
Wednesdays				
09:15	Walking (Wednesday 2)	Menna Winch	Wednesdays for 53 sessions from 1st September 2015 to 1st September 2016	Apply to Join Group from 21st August 2015
09:15	Walking (Wednesday 1)	Brenda Coldham	Wednesdays for 53 sessions from 2nd September 2015 to 31st August 2016	Apply to Join Group from 21st August 2015
09:15	Walking (Wednesday 3)	David Pickford Jean Pickford	Wednesdays for 36 sessions from 30th September 2015 to 3rd June 2016	Apply to Join Group from 21st August 2015

Message Board

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Posted by Terry Chamberlain on 23rd March 2015

Find Your Way Around
The Monthly Meeting is a feature specific to Holmes Chapel U3A, but is useful in showing how to find your way around oth.... [read more](#)
Posted by Terry Chamberlain on 23rd March 2015

If you want to find an activity running on Wednesday you can scroll down the list until you see the heading "Wednesdays" or click on the option "Select a Day" in the gold button bar at the top of the screen.

The list displayed will show you details of activities on that day of the week and will provide the following details relating to each Group -

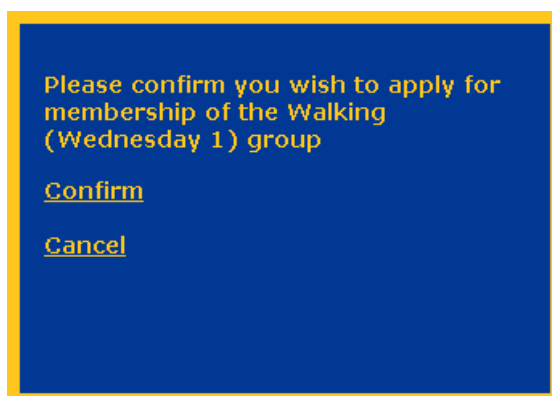
- Time - the time that the Group activity starts
- Group - the Group's name
- Leader(s) - the name(s) of the person(s) leading the activity
- Frequency - how often the activity runs - for example, from the first Wednesday in the month from a specified date, and runs for seven sessions
- Status - shows the current status of the Group, which could be one of the following -

- Apply to Join Group - the Group is open to accept new members
- Member - you are a member of the Group
- Fully Subscribed - denotes that all places have been filled, or the closing date for joining this Group has now passed
- Fully Subscribed, Join the Waiting List - the Group is at its maximum number of participants, but you are still able to apply to join the waiting list
- On Waiting List - you are on the Waiting List

Also the background colour for each of the listed entries is significant -

- White - Groups with a white background are “open” and will have a status of either “Apply to Join Group”, or “Fully Subscribed, Join the Waiting List”
- Pink - Groups with pink background are “closed” and have a status of “Fully Subscribed”

Where the status is shown as either “Apply to Join Group” or “Fully Subscribed, Join the Waiting List” you can click on that text to register your interest in joining the Group. A new window will be displayed where you should click on the option “Confirm” to register your interest or, alternatively, click on “Cancel” -



If you have clicked on the “Confirm” option, an e-mail message will be sent automatically to the relevant Group Leader to advise them of your interest. The Group Leader will process your request and then respond to you by e-mail. In addition, if you click on the “My Programme” option in the Menu, you will also be able to view a confirmation of your application (see section 3.2.6 below).

3.2.3 Groups by Category

If you click on the Menu link "Groups by Category" then a list of Groups will again be displayed, as shown below -

Home	Welcome	About U3A	U3A Contacts	Constitution	Select Category	Change Password	Logout	HELP																																																																																										
U3A MENU Groups by Day Groups by Category Groups by Title Groups by Venue My Programme 7 Day Group Calendar General Information Trips and Holidays Message Board U3A Forms Picture Gallery Newsletter Contact a Member Diary and Timetable News for Members Links Message Board Help to Login to this Website Holmes Chapel U3A have produced some videos to help you use this website. Click on 'Message Board' in the links read more <i>Posted by Terry Chamberlain on 23rd March 2015</i> Find Your Way Around The Monthly Meeting is a feature specific to Holmes Chapel U3A, but is useful in showing how to find your way around oth.... read more <i>Posted by Terry Chamberlain on 23rd March 2015</i> Contact Another Member With the new system you can contact any other member without having to know details of their e-mail address in the first.... read more <i>Posted by Terry Chamberlain on 23rd March 2015</i> Group List By Category Print this page <table><tr><th>Time</th><th>Group</th><th>Leader(s)</th><th>Frequency</th><th>Status</th></tr><tr><td colspan="5">Registration Groups</td></tr><tr><td></td><td>Clonter Opera group</td><td>Ike Karnon</td><td></td><td>Join this Group</td></tr><tr><td></td><td>Theatre Group</td><td>Celia Dobson Jenny Bushby</td><td></td><td>Join this Group</td></tr><tr><td></td><td>U3A Volunteers</td><td>Veronica Carter</td><td></td><td>Join this Group</td></tr><tr><td colspan="5">Arts and Crafts</td></tr><tr><td>09:30</td><td>Art - Mixed media</td><td>Paul Robinson</td><td>Mondays for 29 sessions from 14th September 2015 to 28th March 2016</td><td>Apply to Join Group from 21st August 2015</td></tr><tr><td>13:30 To 15:00</td><td>Jewellery Making</td><td>June McMenemy</td><td>Mondays for 29 sessions from 14th September 2015 to 31st March 2016</td><td>Apply to Join Group from 21st August 2015</td></tr><tr><td>13:30</td><td>Digital Photography and Editing</td><td>John Mulley Chris Sheard</td><td>Tuesdays for 25 sessions from 14th September 2015 to 4th March 2016</td><td>Apply to Join Group from 21st August 2015</td></tr><tr><td>13:30</td><td>Art for Art's Sake</td><td>John Childs</td><td>Tuesdays for 38 sessions from 14th September 2015 to 3rd June 2016</td><td>Apply to Join Group from 21st August 2015</td></tr><tr><td>11:15</td><td>Knit Sew Natter</td><td>Maureen Gregory</td><td>Wednesdays for 38 sessions from 14th September 2015 to 3rd June 2016</td><td>Apply to Join Group from 21st August 2015</td></tr><tr><td colspan="5">Games</td></tr><tr><td>13:30</td><td>Bridge</td><td>Derek Creasy David Messham</td><td>Tuesdays for 38 sessions from 14th September 2015 to 3rd June 2016</td><td>Apply to Join Group from 21st August 2015</td></tr><tr><td>09:30</td><td>Bridge Beginners Only</td><td>Don Cole</td><td>Thursdays for 13 sessions from 14th September 2015 to 14th December 2015</td><td>Apply to Join Group from 21st August 2015</td></tr><tr><td>11:15</td><td>Games - Morning</td><td>Janet Bartlett</td><td>Thursdays for 12 sessions from 14th September 2015 to 3rd June 2016</td><td>Apply to Join Group from 21st August 2015</td></tr><tr><td colspan="5">General Interest</td></tr><tr><td>11:15 To 12:45</td><td>Green Living</td><td>Mike Taylor Barry Fox</td><td>Thursdays for 8 sessions from 8th October 2015 to 26th November 2015</td><td>Apply to Join Group from 21st August 2015</td></tr><tr><td>14:00</td><td>Railways</td><td>Alex Black</td><td>Fortnightly on Thursdays from 14th September 2015 for 28 sessions</td><td>Apply to Join Group from 21st August 2015</td></tr></table>									Time	Group	Leader(s)	Frequency	Status	Registration Groups						Clonter Opera group	Ike Karnon		Join this Group		Theatre Group	Celia Dobson Jenny Bushby		Join this Group		U3A Volunteers	Veronica Carter		Join this Group	Arts and Crafts					09:30	Art - Mixed media	Paul Robinson	Mondays for 29 sessions from 14th September 2015 to 28th March 2016	Apply to Join Group from 21st August 2015	13:30 To 15:00	Jewellery Making	June McMenemy	Mondays for 29 sessions from 14th September 2015 to 31st March 2016	Apply to Join Group from 21st August 2015	13:30	Digital Photography and Editing	John Mulley Chris Sheard	Tuesdays for 25 sessions from 14th September 2015 to 4th March 2016	Apply to Join Group from 21st August 2015	13:30	Art for Art's Sake	John Childs	Tuesdays for 38 sessions from 14th September 2015 to 3rd June 2016	Apply to Join Group from 21st August 2015	11:15	Knit Sew Natter	Maureen Gregory	Wednesdays for 38 sessions from 14th September 2015 to 3rd June 2016	Apply to Join Group from 21st August 2015	Games					13:30	Bridge	Derek Creasy David Messham	Tuesdays for 38 sessions from 14th September 2015 to 3rd June 2016	Apply to Join Group from 21st August 2015	09:30	Bridge Beginners Only	Don Cole	Thursdays for 13 sessions from 14th September 2015 to 14th December 2015	Apply to Join Group from 21st August 2015	11:15	Games - Morning	Janet Bartlett	Thursdays for 12 sessions from 14th September 2015 to 3rd June 2016	Apply to Join Group from 21st August 2015	General Interest					11:15 To 12:45	Green Living	Mike Taylor Barry Fox	Thursdays for 8 sessions from 8th October 2015 to 26th November 2015	Apply to Join Group from 21st August 2015	14:00	Railways	Alex Black	Fortnightly on Thursdays from 14th September 2015 for 28 sessions	Apply to Join Group from 21st August 2015
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14:00	Railways	Alex Black	Fortnightly on Thursdays from 14th September 2015 for 28 sessions	Apply to Join Group from 21st August 2015																																																																																														

- but this time they will be grouped together under various headings (listed alphabetically), such as -

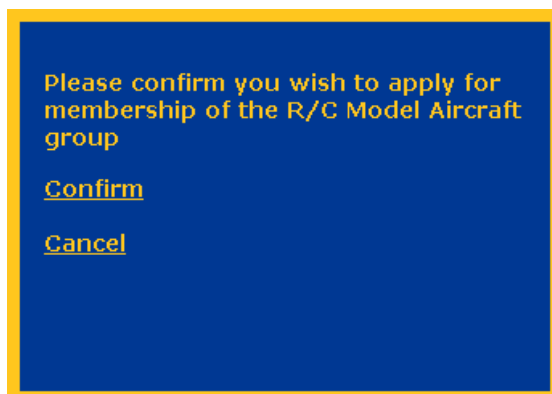
- Crafts
- Computing
- Discussion groups
- Games, etc.

To view the list you can either scroll down the page until you locate the section containing Groups that you are interested in, or you can click on the option "Select Category" in the gold button bar at the top of the screen.

As with the "Groups by Day" options described in section 3.2.2 above, key information regarding the Group will be displayed in the table and to see more details just click on the text in the Group column.

Again, if the "Status" of the Group is shown as either "Apply to Join Group" or "Fully Subscribed, Join the Waiting List" you can click on that text to register your interest.

A window will be displayed (as in Section 3.2.2 above) -



Click on the option "Confirm" to register your interest or, alternatively, click on "Cancel" to dismiss the window without making a request to join the Group or Waiting List.

If you have clicked on the "Confirm" option, an e-mail message will be sent automatically to the relevant Group Leader to advise them of your interest. The Group Leader will process your request and then respond to you by e-mail. In addition, if you click on the "My Programme" option in the Menu, you will also be able to view a confirmation of your application (see section 3.2.6 below).

3.2.4 Registration Groups

Within the list of "Groups by Category" you will find a Group entry called "Registration Groups". Click on the "Select Category" option on the gold button bar –

Home	Welcome	About U3A	U3A Contacts	Constitution	Select Category	Change Password	Logout	HELP
U3A MENU					By Category Print this page			
Groups by Day								
Groups by Category								
Groups by Title								
Groups by Venue								
My Programme								
7 Day Group Calendar								
General Information								
Trips and Holidays								
Message Board								
U3A Forms								
Picture Gallery								
Newsletter								
Contact a Member								
Diary and Timetable								
News for Members								
Links								
Message Board								
Registration Groups								
Clonter Opera group					Join this Group			
Theatre Group					Join this Group			
U3A Volunteers					Join this Group			
Arts and Crafts								
09:30 To 15:00 Art - Mixed media					Mondays for 29 sessions from 14th September 2015 to 28th March 2016 Apply to Join Group from 21st August 2015			
13:30 To 15:00 Jewellery Making					Mondays for 29 sessions from 14th September 2015 to 31st March 2016 Apply to Join Group from 21st August 2015			

- and select "Registration Groups" from the drop-down list to display a separate list of these groups -

Home	Welcome	About U3A	U3A Contacts	Constitution	Select Category	Change Password	Logout	HELP
U3A MENU			Group List Registration Groups					
Groups by Day			Print this page					
Groups by Category								
Groups by Title								
Groups by Venue								
My Programme								
7 Day Group Calendar								
General Information								
Trips and Holidays								
Message Board								
U3A Forms								
Picture Gallery								
Newsletter								
Contact a Member								
</								

This category has been created to take account of those Groups such as Trips & Holidays, Theatre, Walking, etc. where you may wish to take part only occasionally (depending on the specific event) but you wish to receive regular updates regarding all new events in that Group.

Register your interest in any one of the "Registration Groups" in the same way as for any other Group as shown in sections 3.2.2 and 3.2.3 above) - click on the status text where this reads "Join this Group" - then click on "Confirm" to submit your request or "Cancel" to abort the request.

If you have clicked on the "Confirm" option, an e-mail message will be sent automatically to the relevant Group Leader to advise them of your interest. The Group Leader will process your request and then respond to you by e-mail. Additionally, if you click on the "My Programme" option in the Menu, you will also be able to view a confirmation of your application (see section 3.2.6 below).

3.2.5 Groups by Title and by Venue

If you click on either of the Menu links "Groups by Title" or "Groups by Venue", then a list of Groups will again be displayed, but this time sorted alphabetically by the Group name, or by the location at which the Group meets, as shown below -

Home	Welcome	About U3A	U3A Contacts	Constitution	Change Password	Logout	HELP ?
U3A MENU			Group List By Group Name				
Groups by Day Groups by Category Groups by Title Groups by Venue My Programme 7 Day Group Calendar General Information Trips and Holidays Message Board U3A Forms Picture Gallery Newsletter Contact a Member Diary and Timetable News for Members Links							
Message Board			Time	Group	Leader(s)	Frequency	Status
			14:30	Aerobiking	Judith Boston	Mondays for 51 sessions from 14th September 2015 to 1st September 2016	Apply to Join Group from 21st August 2015
			09:30	Art - Mixed media	Paul Robinson	Mondays for 29 sessions from 14th September 2015 to 28th March 2016	Fully Subscribed
			10:00	Badminton 1 (Monday)	Janet Bartlett	Mondays for 52 sessions from 1st September 2015 to 1st September 2016	Apply to Join Group from 21st August 2015
			14:00	Boules - Wednesday	Veronica Carter	Wednesdays for 31 sessions from 1st April 2015 to 28th October 2015	Apply to Join Group from 21st August 2015
			14:00	Bowls (Indoor) Friday	Bob Lewis	Fridays for 27 sessions from 2nd October 2015 to 1st April 2016	Apply to Join Group from 21st August 2015
			14:00	Bowls (Indoor) Tuesday	Roy Nockton	Tuesdays for 27 sessions from 29th September 2015 to 29th March 2016	Apply to Join Group from 21st August 2015

Home	Welcome	About U3A	U3A Contacts	Constitution	Change Password	Logout	HELP ?																																																																						
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Group List By Venue <table><thead><tr><th>Time</th><th>Group</th><th>Leader(s)</th><th>Frequency</th><th>Status</th></tr></thead><tbody><tr><td colspan="5">Astbury Mere Carpark, Sandy Lane, Off Newcastle Road, Congleton, CW12 4FR</td></tr><tr><td>09:00</td><td>Walking (Tuesday 2)</td><td>Richard Benson Tom Tyler</td><td>Tuesdays for 53 sessions from 1st September 2015 to 1st September 2016</td><td>Apply to Join Group from 21st August 2015</td></tr><tr><td>13:30</td><td>Sketching on the hoof</td><td>Anne Wheeler</td><td>Thursdays for 9 sessions from 1st October 2015 to 26th November 2015</td><td>Apply to Join Group from 21st August 2015</td></tr><tr><td>09:20</td><td>Walking (Friday)</td><td>Len Taylor</td><td>Fridays for 38 sessions from 14th September 2015 to 3rd June 2016</td><td>Apply to Join Group from 21st August 2015</td></tr><tr><td colspan="5">Astbury Mere Visitor Centre, Sandy Lane, Off Newcastle Road, Congleton, CW12 4FR</td></tr><tr><td>09:30</td><td>Welsh Improvers</td><td>Menna Winch</td><td>Tuesdays for 38 sessions from 14th September 2015 to 3rd June 2016</td><td>Apply to Join Group from 21st August 2015</td></tr><tr><td>11:15</td><td>Improve your Spanish</td><td>Phyllis Philipson</td><td>Tuesdays for 37 sessions from 22nd September 2015 to 3rd June 2016</td><td>Apply to Join Group from 21st August 2015</td></tr><tr><td colspan="5">Chappell Centre , Leek Road, Mossley, CW12 3LJ</td></tr><tr><td>11:15</td><td>Family History - Starting Class 1</td><td>Keith Davies Helen Davies</td><td>Tuesdays for 6 sessions from 6th October 2015 to 10th November 2015</td><td>Apply to Join Group from 21st August 2015</td></tr><tr><td>13:30 To 16:30</td><td>Play Reading</td><td>Marie Straker</td><td>Fortnightly on Tuesdays from 22nd September 2015 for 12 sessions</td><td>Apply to Join Group from 21st August 2015</td></tr><tr><td>09:15</td><td>Writing For Pleasure</td><td>Helen Davies</td><td>Thursdays for 26 sessions from 8th October 2015 to 31st March 2016</td><td>Apply to Join Group from 21st August 2015</td></tr><tr><td colspan="5">Congleton Cricket Club , Booth Street, Congleton, Cheshire,, CW12 4DG</td></tr><tr><td>11:15</td><td>Games - Morning</td><td>Janet Bartlett</td><td>Thursdays for 12 sessions from 14th September 2015 to 3rd June 2016</td><td>Apply to Join Group from 21st August 2015</td></tr></tbody></table>								Time	Group	Leader(s)	Frequency	Status	Astbury Mere Carpark, Sandy Lane, Off Newcastle Road, Congleton, CW12 4FR					09:00	Walking (Tuesday 2)	Richard Benson Tom Tyler	Tuesdays for 53 sessions from 1st September 2015 to 1st September 2016	Apply to Join Group from 21st August 2015	13:30	Sketching on the hoof	Anne Wheeler	Thursdays for 9 sessions from 1st October 2015 to 26th November 2015	Apply to Join Group from 21st August 2015	09:20	Walking (Friday)	Len Taylor	Fridays for 38 sessions from 14th September 2015 to 3rd June 2016	Apply to Join Group from 21st August 2015	Astbury Mere Visitor Centre, Sandy Lane, Off Newcastle Road, Congleton, CW12 4FR					09:30	Welsh Improvers	Menna Winch	Tuesdays for 38 sessions from 14th September 2015 to 3rd June 2016	Apply to Join Group from 21st August 2015	11:15	Improve your Spanish	Phyllis Philipson	Tuesdays for 37 sessions from 22nd September 2015 to 3rd June 2016	Apply to Join Group from 21st August 2015	Chappell Centre , Leek Road, Mossley, CW12 3LJ					11:15	Family History - Starting Class 1	Keith Davies Helen Davies	Tuesdays for 6 sessions from 6th October 2015 to 10th November 2015	Apply to Join Group from 21st August 2015	13:30 To 16:30	Play Reading	Marie Straker	Fortnightly on Tuesdays from 22nd September 2015 for 12 sessions	Apply to Join Group from 21st August 2015	09:15	Writing For Pleasure	Helen Davies	Thursdays for 26 sessions from 8th October 2015 to 31st March 2016	Apply to Join Group from 21st August 2015	Congleton Cricket Club , Booth Street, Congleton, Cheshire,, CW12 4DG					11:15	Games - Morning	Janet Bartlett	Thursdays for 12 sessions from 14th September 2015 to 3rd June 2016	Apply to Join Group from 21st August 2015
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You can register your interest in any Group on these pages in the same way as shown in sections 3.2.2 and 3.2.3 above) - click on the status text where this reads "Apply to Join Group" or "Fully Subscribed, Join the Waiting List" - then click on "Confirm" to submit your request or "Cancel" to abort the request.

If you have clicked on the "Confirm" option, an e-mail message will be sent automatically to the relevant Group Leader to advise them of your interest. The Group Leader will process your request and then respond to you by e-mail. Additionally, if you click on the "My Programme" option in the Menu, you will also be able to view a confirmation of your application (see section 3.2.6 below).

3.2.6 My Programme

The Menu option "My Programme" provides, in essence, your personal calendar that can be reviewed and printed, if required. For example, having registered your request to join one or more Groups, the status of your request(s) will be updated via this page.

If you have applied to join a Group that has the status "Apply to Join Group" an entry will appear in this list with the suffix (A) denoting that you have applied and that your request is pending consideration -

Home Welcome About U3A U3A Contacts Constitution Change Password Logout	HELP ?
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U3A MENU

- [Groups by Day](#)
- [Groups by Category](#)
- [Groups by Title](#)
- [Groups by Venue](#)
- [My Programme](#)
- [7 Day Group Calendar](#)
- [General Information](#)
- [Trips and Holidays](#)
- [Message Board](#)
- [U3A Forms](#)
- [Picture Gallery](#)
- [Newsletter](#)
- [Contact a Member](#)
- [Diary and Timetable](#)
- [News for Members](#)
- [Links](#)

Message Board

Help to Login to this Website
Holmes Chapel U3A have produced some videos to help you use this website. Click on 'Message Board' in the links [read more](#)
Posted by Terry Chamberlain on 23rd March 2015

Find Your Way Around
The Monthly Meeting is a feature specific to Holmes Chapel U3A, but is useful in showing how to find your way around oth.... [read more](#)

My Programme

[Print this page](#)

A = Applied to join the group W = On Waiting list for the group P = Provisionally accepted for the group pending

Registration Groups

[Congleton IT Forum](#)

April 2015

Friday 24th
[Bowls \(Outdoor \) Friday](#) 10:00

May 2015

Friday 1st **Friday 8th** **Friday 15th**
[Bowls \(Outdoor \) Friday](#) 10:00 [Bowls \(Outdoor \) Friday](#) 10:00 [Bowls \(Outdoor \) Friday](#) 10:00

Friday 29th
[Bowls \(Outdoor \) Friday](#) 10:00

June 2015

Friday 5th **Friday 12th** **Friday 19th**
[Bowls \(Outdoor \) Friday](#) 10:00 [Bowls \(Outdoor \) Friday](#) 10:00 [Bowls \(Outdoor \) Friday](#) 10:00

July 2015

Friday 3rd **Friday 10th** **Friday 17th**
[Bowls \(Outdoor \) Friday](#) 10:00 [Bowls \(Outdoor \) Friday](#) 10:00 [Bowls \(Outdoor \) Friday](#) 10:00

Friday 24th **Friday 31st**
[Bowls \(Outdoor \) Friday](#) 10:00 [Bowls \(Outdoor \) Friday](#) 10:00

August 2015

Friday 7th **Friday 14th** **Friday 21st**
[Bowls \(Outdoor \) Friday](#) 10:00 [Bowls \(Outdoor \) Friday](#) 10:00 [Bowls \(Outdoor \) Friday](#) 10:00

Friday 28th
[Bowls \(Outdoor \) Friday](#) 10:00

September 2015

Friday 4th **Friday 11th** **Friday 18th**
[Bowls \(Outdoor \) Friday](#) 10:00 [Bowls \(Outdoor \) Friday](#) 10:00 [Bowls \(Outdoor \) Friday](#) 10:00

The Group Leader will either accept or decline your request. In either case, you will receive an e-mail message confirming this, and the entry under "My Programme" will be updated. In the case of an acceptance the letter (A) will no longer be present or, if your request is declined, the letter (D) will appear after the Group name.

If you have applied to join a Group that has the status of "Fully Subscribed, Join the Waiting List" an entry will appear in this list with the suffix (W) denoting that your request is on a waiting list. If a place becomes available, and you join the Group, the (W) will be removed.

If you have applied to join an outings Group, such as Theatre, that has a status "Apply to Join Group" and which requires a deposit or full payment before you are a full member on the "trip", then the Group Leader will generate an e-mail message to you indicating the type of payment required. This will be either the deposit or the full sum due, together with the date the respective payment is due.

Your "My Programme" page will then show the suffix (P) against the relevant Group, indicating that your place has been provisionally reserved, pending payment. When you have fully paid, you will be advised by e-mail that you are a member of the group and the relevant entry will no longer show any suffix.

If the Group status was "Fully Subscribed, Join the Waiting List", an entry will appear in your list with the suffix (W) denoting that your request is on a waiting list. If a place becomes available, and you join the Group, the (W) will be no longer be shown.

As on any other page showing Group information, if you click on the name of the Group the system will display more details of the Group activities.

3.2.7 7 Day Group Calendar

This Menu option allows you to view all active events to be run by the U3A over a period of seven days, listed in date order. This list rolls forward automatically every day so that you always get to see the next full week's programme of events –

Home	Welcome	About U3A	U3A Contacts	Constitution	Change Password	Logout	HELP																																																																																																					
U3A MENU Groups by Day Groups by Category Groups by Title Groups by Venue My Programme 7 Day Group Calendar General Information Trips and Holidays Message Board U3A Forms Picture Gallery Newsletter Contact a Member Diary and Timetable News for Members Links DATES Next week Next month Prev week Prev month July 2015 August 2015 September 2015 October 2015							Group Events for seven days from Tuesday 1st September 2015 <table><thead><tr><th>Group</th><th>Time</th><th>Leader(s)</th><th>Venue</th><th>Category</th></tr></thead><tbody><tr><td colspan="5">September 2015</td></tr><tr><td colspan="5">Tuesday 1st</td></tr><tr><td>Walking (Tuesday 2)</td><td>09:00</td><td>Richard Benson Tom Tyler</td><td>Astbury Mere Carpark, Sandy Lane, Off Newcastle Road, Congleton, CW12 4FR</td><td>Walking</td></tr><tr><td>Road Cycling - Tuesday</td><td>09:30</td><td>Peter Leather</td><td>VARIOUS, Around Congleton, CW12 1LT</td><td>Sports and Exercise</td></tr><tr><td>Bowls (Outdoor) Tuesday</td><td>10:00</td><td>Roy Nockton</td><td>Congleton Park Bowling Club , Congleton Park, CW12 1JG</td><td>Sports and Exercise</td></tr><tr><td>Badminton 2 (Tuesday)</td><td>11:00</td><td>Terence Cummings</td><td>Congleton Leisure Centre , Worrall Street, Congleton, Cheshire,, CW12 1DT</td><td>Sports and Exercise</td></tr><tr><td colspan="5">Wednesday 2nd</td></tr><tr><td>Walking (Wednesday 2)</td><td>09:15</td><td>Menna Winch</td><td>Leisure Centre Car Park , Worrall Street, Congleton, Cheshire,, CW12 1DT</td><td>Walking</td></tr><tr><td>Walking (Wednesday 1)</td><td>09:15</td><td>Brenda Coldham</td><td>Astbury Mere Carpark, Sandy Lane, Off Newcastle Road, Congleton, CW12 4FR</td><td>Walking</td></tr><tr><td>Pilates Wednesday 1</td><td>09:30</td><td>Christine Edwards</td><td>Dane Valley Scout HQ, Rope Walk,Congleton , CW12 1HN</td><td>Sports and Exercise</td></tr><tr><td>Tennis</td><td>10:00</td><td>Sue Stanmore</td><td>Congleton Tennis Club, , West Street, Congleton, Cheshire,, CW12 1JR</td><td>Sports and Exercise</td></tr><tr><td>Pilates Wednesday 2</td><td>10:45</td><td>Pat Page</td><td>Dane Valley Scout HQ, Rope Walk,Congleton , CW12 1HN</td><td>Sports and Exercise</td></tr><tr><td>Pilates for Men</td><td>12:00</td><td>Martyn Firth</td><td>Dane Valley Scout HQ, Rope Walk,Congleton , CW12 1HN</td><td>Sports and Exercise</td></tr><tr><td>Boules - Wednesday</td><td>14:00</td><td>Veronica Carter</td><td>Queens Head Hotel, Mossley , CW12 3DE</td><td>Sports and Exercise</td></tr><tr><td colspan="5">Thursday 3rd</td></tr><tr><td>Bowls (Outdoor) Thursday</td><td>10:00</td><td>Ray Angel</td><td>Congleton Park Bowling Club , Congleton Park, CW12 1JG</td><td>Sports and Exercise</td></tr><tr><td>Boules - Thursday</td><td>14:00</td><td>Gordon Watkin</td><td>Queens Head Hotel, Mossley , CW12 3DE</td><td>Sports and Exercise</td></tr><tr><td>Table Tennis</td><td>14:00</td><td>Ian Bowker</td><td>Congleton Leisure Centre , Worrall Street, Congleton, Cheshire, CW12 1DT</td><td>Sports and Exercise</td></tr></tbody></table>							Group	Time	Leader(s)	Venue	Category	September 2015					Tuesday 1st					Walking (Tuesday 2)	09:00	Richard Benson Tom Tyler	Astbury Mere Carpark, Sandy Lane, Off Newcastle Road, Congleton, CW12 4FR	Walking	Road Cycling - Tuesday	09:30	Peter Leather	VARIOUS, Around Congleton, CW12 1LT	Sports and Exercise	Bowls (Outdoor) Tuesday	10:00	Roy Nockton	Congleton Park Bowling Club , Congleton Park, CW12 1JG	Sports and Exercise	Badminton 2 (Tuesday)	11:00	Terence Cummings	Congleton Leisure Centre , Worrall Street, Congleton, Cheshire,, CW12 1DT	Sports and Exercise	Wednesday 2nd					Walking (Wednesday 2)	09:15	Menna Winch	Leisure Centre Car Park , Worrall Street, Congleton, Cheshire,, CW12 1DT	Walking	Walking (Wednesday 1)	09:15	Brenda Coldham	Astbury Mere Carpark, Sandy Lane, Off Newcastle Road, Congleton, CW12 4FR	Walking	Pilates Wednesday 1	09:30	Christine Edwards	Dane Valley Scout HQ, Rope Walk,Congleton , CW12 1HN	Sports and Exercise	Tennis	10:00	Sue Stanmore	Congleton Tennis Club, , West Street, Congleton, Cheshire,, CW12 1JR	Sports and Exercise	Pilates Wednesday 2	10:45	Pat Page	Dane Valley Scout HQ, Rope Walk,Congleton , CW12 1HN	Sports and Exercise	Pilates for Men	12:00	Martyn Firth	Dane Valley Scout HQ, Rope Walk,Congleton , CW12 1HN	Sports and Exercise	Boules - Wednesday	14:00	Veronica Carter	Queens Head Hotel, Mossley , CW12 3DE	Sports and Exercise	Thursday 3rd					Bowls (Outdoor) Thursday	10:00	Ray Angel	Congleton Park Bowling Club , Congleton Park, CW12 1JG	Sports and Exercise	Boules - Thursday	14:00	Gordon Watkin	Queens Head Hotel, Mossley , CW12 3DE	Sports and Exercise	Table Tennis	14:00	Ian Bowker	Congleton Leisure Centre , Worrall Street, Congleton, Cheshire, CW12 1DT	Sports and Exercise
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The system will initially display all events scheduled for the next seven days, but you can then click on any of the future periods listed in the Menu area under Dates to view the schedule for the selected period. Doing this for "September 2015" produces the listing of events shown in the example above.

As with the "Group by Day" and "Groups by Category" options, you can click on the Group (blue) text to access further information about a particular event.

If you are interested in applying to join one of these Groups you would need to click on the option "Groups by Day" to check the Group's status and, if there is availability, click on the "Apply to Join Group" text and follow the normal request process.

This Guide has been produced in order to provide a closer insight into the inner workings of our new website.

It should make it easier for those with basic computing skills to manage their enrolment and Group bookings online, should they wish to do so. However, we recognise that some of our members may still have difficulties in working with this system.

If any member requires assistance then they should, in the first instance, contact the member of the Committee who is responsible for technical matters, directly via e-mail at the following address –

technical.u3a.congleton@gmail.com

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